

Staff Guide to Brooklands College Learning Resources

Your Library ID number is: Use this to log in to the online catalogue

We would like to welcome you to Brooklands College Learning Resources. We are here to help, so please ask!

Resources



Each campus has a Learning Resource Centre, which provides access to a wide range of print, audiovisual and electronic resources to support your courses.

Borrowing

New members of staff need to register at the LRC Desk to borrow resources. Once registered, you can borrow up to 12 items, from either campus Library (and return them to either campus Library). Most books can be borrowed by staff for 10 weeks (although they may be recalled if required by another user). DVDs are issued for 1 week.

It is possible to borrow sets of material for a few hours, for teaching purposes.

Finding resources

If you are looking for a particular book use the Online Library Catalogue, which is available at <http://brooco.cirqa hosting.com/> via the LRC website or via the LRC Moodle pages. You can search by author, title or subject. The item record gives the class number, the location (i.e. which campus LRC) and will also tell you if the book is out on loan. Log in to your account (using your Library I.D. number above) to reserve and renew items.

Requesting resources

We can purchase books, journals, DVDs, online subscriptions and e-books, to support your students.

Please tell us about any new modules or courses at the planning stage, so that we can ensure there are suitable resources available by the time the new course starts.

When making requests for new resources, it is helpful to provide information such as: course, level, number of students and exam board. Multiple copies can be purchased of items likely to be in high demand with one copy for 'reference use only'. Please give us as much notice of your requirements as possible to allow time for orders to come in.

If you would like more resources for a subject and don't have a particular title in mind, Library staff can help source suitable items, both within our stock and for purchase.



The **Weybridge** LRC has a group study area, a quiet study area and an HE study room. We would appreciate your help in ensuring that these areas are used correctly. The **Ashford** LRC is a multi-purpose space, which is used during breaks as a social space. However it should be used as a study space outside break time.

You are welcome to bring classes to either LRC. Please stay with your students and encourage them to respect other users, keeping noise to a reasonable level and upholding the LRC rules.

Computers



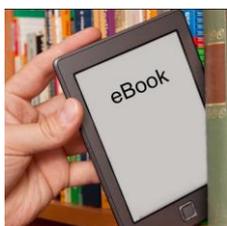
We have an IT room in the LRC at **Weybridge** containing 30 PCs for student use. The HE room has six PCs. You can book up to 15 computers for your class. We only accept one class booking at a time to ensure that there are always some PC's available for individual students to use.

Both **Ashford** and **Weybridge** LRCs have laptops available for student use.

Printing

Both LRCs have a colour MFD which can print, photocopy and scan up to A3. If you have large quantities of copying or printing to do, please direct it to Reprographics.

E-Resources



We have access to a range of e-books and online resources, available on campus and from home. You can search for e-books on the LRC catalogue. The **LRC Moodle** page provides links to our e-resources arranged by subject.

The LRC website (<http://library.brooklands.ac.uk>) provides access to recommended electronic resources, website links, information skills support and guides, as well as general information about the Library.

It is easy to link to a specific resource from your course pages on Moodle. Please ask if you're not sure how to do this.

Information Skills



Inductions

Inductions can be arranged for students and staff. Student inductions usually take place during the first month of the academic year to introduce them to the LRC resources. Staff inductions can be arranged at your convenience.

Info Zone

The Librarians have created a range of guides to help users: on resources for specific subjects, electronic resources, referencing, etc. Printed guides are displayed in the LRCs, online versions are available via our website.

Enquiry service and 1-2-1s

Support is available throughout our opening hours. Students and staff can drop in and ask for advice or book an individual session with a Librarian. We can help with; using the computers,

researching and using resources, evaluating information, referencing, avoiding plagiarism and more!

Class support

We can offer support when working with your class in the Library. This can be particularly useful if your students need to do specific research or use a new electronic resource. We can also help with ideas and resources for a particular assignment. Please book in advance to ensure that a member of staff will be available.

Workshops

Librarians deliver information skills workshops to staff and students, either in the Library or in a classroom. These can be tailored to specific subjects or resources. Please get in touch to discuss your requirements.

We run sessions for HE and Access students, including help with accessing the resources of partner Universities

Additional Services

Stationery

A number of stationery items can be purchased at the Issue Desk, including polypockets, pencils and pens.

Assignment submission service

The LRCs are able to administer the handing in of student assignments. If you are interested in using this service please ask for details.

Support

All members of the college are welcome to access our services and where possible additional support will be provided. For example:

- Assistive technology to help users with additional needs.

Contact Us

Website: <http://library.brooklands.ac.uk>

Email: library@brooklands.ac.uk

Twitter: @LibraryBc

Weybridge 01932 797906

Ashford 01932 797651

Opening Hours	Ashford	Weybridge
Monday	8.45 – 5.00	8.45 – 5.00
Tuesday	8.45 – 5.00	8.45 – 8.00
Wednesday	8.45 – 5.00	8.45 – 8.00
Thursday	8.45 – 7.30	8.45 – 5.00
Friday	8.45 – 4.30	8.45 – 4.30

For further information about any of the Library services or resources please get in touch.

Plan of Weybridge Learning Resources Centre

